

**Consulate General of the State of Kuwait
Kuwait Cultural Office
Los Angeles**



**القنصلية العامة لدولة الكويت
المكتب الثقافي الكويتي
لوس أنجلوس**

Dear Students,

We hope this message finds you well & that you had a productive school year! Please see below for important reminders.

Summer Salaries

- You must enroll in enough credits in the Summer term to earn the 27 credits required per year per scholarship rules.
- **Failure to earn the 27 credits per year will result in repayment of July & August salaries.**
 - Students who began academic studies in the Spring term must provide written acknowledgement that they will earn the required 27 credits at the end of Fall 2024 term.

Students must submit the following documents to the Cultural Office no later than June 10, 2024. Failure to do so will result in withholding of July salary (released on June 20, 2024):

- 1. Spring 2024 transcript – to be submitted by students not enrolled in Summer 2024 courses**
- 2. Summer 2024 verification of enrollment/detailed schedule (or Fall 2024 schedule) with your name on it**

Courses Requiring Prior Approval

- You must obtain written prior approval from the Cultural Office BEFORE you enroll in online/hybrid classes, in-person courses taken outside of your home university, or community college classes, per Ministry Rules Article 4, section 2, point 9.
- Credits taken without prior written approval from the Cultural Office will not be approved **or paid for.**

Community College Courses (online community college courses are NOT ALLOWED)

- Students are permitted to take 2 Community College Courses at the scholarship's expense if they can provide proof from their university that the class is required for graduation AND that they cannot take it at the home university.
- If a valid reason is not presented, the course tuition will be the student's responsibility, however, prior approval is still required.
 - **You must submit the following documents for your request to be reviewed for approval:**
 - i. Schedule and course description of community college course
 - ii. Home university course schedule
 - iii. Transfer Credit Approval
 - iv. Proof of conflict in schedule or that course is not available at your home school

Online or Other Non-Traditional Courses

- You are allowed four (4) online/hybrid courses, not to exceed 12 credits.
- You must obtain written prior approval from the Cultural Office BEFORE you enroll in online/hybrid classes.
- If you exceed the allowed four courses (12 credits), our office may not be able to authenticate your degree.
- **You must submit the following documents for your request to be reviewed for approval:**
 - Verification of non-traditional courses from ALL schools attended (in case you have not provided all documents)
 - Course syllabus or course description of the online course, including the course schedule
 - If taking the online course at a university outside your home school, please submit the following:
 - Transfer Credit Approval
 - Home University Schedule
 - Proof that the course is not offered through a Continued Education/Extension

NOTE: The following are considered non-traditional courses: hybrid, blended, remote, video, virtual, independent study, distance learning, flex courses.

Concurrent Enrollment

- Per Ministry regulations, concurrent enrollment (**or enrollment in 2 schools in the same term**), should not violate the credit limit per term at your home school and overlap/conflict in schedules are not allowed.

Course Withdrawals

- If you withdraw from any classes after the add/drop deadline at your school, **you will have to repay** any classes that you receive a W (withdrawal grade).

Students Must Not Leave Scholarship Location. Per MOHE regulations, students are not allowed to leave their scholarship location. In case of emergency, you must inform the Cultural Office if you plan to leave your scholarship location.

If you have any questions or need assistance, please contact your advisor and do not reply to this email. Wishing you all the best!

IMPORTANT NOTE: Any courses taken through the following Date/Time/Format or Campuses are **NOT APPROVED and SHOULD NOT** be applied towards degree requirements and **must be repeated during your studies and before graduation** to avoid any issues during the degree authentication process:

- **Weekends (Saturday & Sunday classes are not allowed), Evening and professional courses are not approved.**
- **Credits by exam, correspondence, or unapproved Mini sessions**
- **Extension, Global/Worldwide Campus, Continuing Education/Studies, Open University are not approved**